

GREEN ACRES PROGRAM

New Jersey Department of Environmental Protection



LOCAL GOVERNMENT ASSISTANCE APPLICATION LAND ACQUISITION AND PARK DEVELOPMENT

Green Acres Mission Statement

To achieve, in partnership with others, a system of interconnected open spaces whose protection will preserve and enhance New Jersey's natural environment and its historic, scenic, and recreational resources for public use and enjoyment.

GREEN ACRES PROGRAM

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January 2004

**NJDEP GREEN ACRES PROGRAM
LOCAL GOVERNMENT ASSISTANCE APPLICATION
LAND ACQUISITION AND PARK DEVELOPMENT**

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GENERAL INFORMATION AND GUIDELINES

The Green Acres Program assists municipalities and counties in the acquisition of open space for recreation and conservation purposes, and the development of outdoor recreation facilities. Green Acres also administers funding made available through federal programs such as the Land and Water Conservation Fund.

Each year, Green Acres provides funding for municipal and county acquisition and park development projects. The funding comes from the Garden State Preservation Trust, supplemented by varying awards from the federal Land and Water Conservation Fund.

Green Acres accepts applications throughout the year, and normally batches all complete applications received by February 15th and August 15th for the Spring and Fall rounds, respectively. Projects in each round compete against each other, and successful applications are approved by the Garden State Preservation Trust in April and October. In the last few years, however, the demand for funding in the Spring was so great that Green Acres awarded the majority of funding in one round, leaving us unable to have a second round in the fall. All interested applicants are encouraged to contact the appropriate Green Acres staff member(s), listed on page 18, *as early as possible* to discuss project eligibility, program priorities, and application procedures.

PROJECT ELIGIBILITY

Eligible land acquisition projects include, but are not limited to, the purchase of natural areas, historic sites, conservation areas, water bodies, and open space for active or passive recreation purposes. Funding assistance is also available for park development projects that result in increased public use and enjoyment of outdoor recreation areas. Recreational facilities that may be funded include, but are not limited to, facilities that provide boating, fishing, swimming, outdoor games and sports, biking, picnicking, camping, or nature interpretation. Projects that will have a significant negative impact on the site's natural resources (such as excessive tree clearing) are ineligible.

Survey, appraisal, title, and preliminary assessment costs associated with an acquisition also are eligible for reimbursement under this funding program, if these costs are included in the initial request and there are sufficient funds. In addition, the cost to demolish buildings on a site being acquired is eligible for reimbursement up to an established cap per project. Relocation costs also are eligible for reimbursement, if applicable.

For development projects, the cost of constructing the recreational facilities is eligible for reimbursement. In addition, professional services (i.e., design, engineering, and supervision) up to 13% of the cost of construction, and preliminary assessment costs associated with the project site are also eligible, if these costs are included in the initial request and there are sufficient funds..

As you consider potential projects for Green Acres funding, please keep in mind that all proposals must reflect established needs as identified in New Jersey's 2003 Statewide Comprehensive Outdoor Recreation Plan, the summary of which is available upon request.

Successful applications under previous funding rounds characteristically reflected environmental sensitivity, effectively met the applicant's open space or facility needs, and employed cost effective methods for meeting these needs. In general, proposals awarded funding have also demonstrated consistency with local planning objectives, ability/commitment to maintain the proposed investment, and public input early in the planning process.

Applications for Green Acres funding are subject to a competitive ranking system. The Local Project Priority System measures the extent to which each proposal addresses specific local open space and recreation facility needs; the amount of public input and support during the planning process; consistency of the proposal with existing state and local planning objectives; and project quality. The narrative portion of the Green Acres application is critical to the project ranking process. Therefore, it is important for the narrative to clearly address, *in order*, each factor listed in the priority system.

PROJECT FUNDING CATEGORIES

For funding purposes, Green Acres categorizes projects as follows:

STANDARD ACQUISITION

This category is for acquisition projects undertaken by municipalities and counties that do not yet have an open space tax. Projects in this category are eligible to receive assistance in the form of a Green Acres 25% matching grant and some Green Acres loan funding, if available. You can pursue a loan from the Department's Environmental Infrastructure Financing Program (described below) to supplement the Green Acres funding and possibly fully fund the project.

Until recently, Green Acres required appraisals of the project site prior to making an award. While we no longer require an appraisal as part of a funding application, we ask the local government to base its request on true land values, as determined by tax assessments or, preferably, discussions with, or review by, a qualified appraiser or real estate professional.

PLANNING INCENTIVE ACQUISITION

This category is open to municipalities and counties that have an open space tax and an adopted Open Space and Recreation Plan approved by Green Acres. Funding is available in the form of a Green Acres 50% matching grant, with the opportunity to obtain the balance as a loan from the EIFP.

Applicants should request only the amount of funding they reasonably expect to *spend in one year*, but indicate their overall funding needs. Appraisals of proposed project sites are not required prior to approval. Please contact Green Acres for a streamlined Planning Incentive application and additional information.

SITE SPECIFIC INCENTIVE ACQUISITION

This category is for acquisition projects undertaken by municipalities and counties that have an open space tax but do not have an Open Space and Recreation Plan approved by Green Acres. Projects in this category are eligible to receive assistance in the form of a Green Acres 50% matching grant and some Green Acres loan funding, if available. You can pursue a loan from the Department's Environmental Infrastructure Financing Program (described below) to supplement the Green Acres funding and possibly fully fund the project. Applicants under this category must submit the enclosed application for each parcel they would like to purchase.

URBAN AID PROGRAM (ACQUISITION OR DEVELOPMENT)

This category is limited to acquisition and development projects *located in* municipalities eligible to receive state aid pursuant to P.L. 1978, c. 14 (C.52:27D-178 et seq.). (See attached list.) Funding for Urban Aid acquisition projects is in the form of a 75% matching grant and the balance as a 2% loan, subject to available funding. Green Acres, not the EIFP, will provide the loans for Urban Aid acquisition projects, if funds are available. For park development projects, funding is available in the form of a 50% matching grant, with the balance as a 2% loan, also subject to available funding. Development loans are repayable over twenty years, while acquisition loans may be repaid over thirty years. As always, total demand will be weighed against available resources to determine the extent to which proposals can be funded.

OUTDOOR RECREATION DEVELOPMENT

Green Acres provides funding for the development of outdoor recreation facilities in the form of a loan. All development loans are at 2% interest, repayable over twenty years. Projects are characterized as either small development (under \$250,000) or large development (up to the maximum cap which historically has been \$500,000). For park development projects located in Densely or Highly Populated Municipalities, or sponsored by a Highly Populated County (see enclosed list), funding is available in the form of a 25% matching grant, with the balance as a loan, subject to available funding. For development projects sponsored by Densely Populated County (see enclosed list), funding is available in the form of a 50% matching grant, with a balance as a loan, subject to available funding.

The phasing of development proposals is also an acceptable means of obtaining Green Acres loans to finance more costly proposals. The uncertainty surrounding future resources, however, precludes our ability to guarantee assistance for subsequent phases. Accordingly, phased proposals will be evaluated only on the stage currently subject to funding. When formulating or phasing development proposals, keep in mind that Green Acres projects should focus on the provision of basic outdoor recreation opportunities. The scope and budget of support facilities or other ancillary project elements (i.e., parking lots, site preparation costs, etc.) should be commensurate with the recreational component of any given project or phase.

APPLICATION REQUIREMENTS

All applicants must advertise and hold a public hearing for the purpose of discussing the proposed project *before* submitting an application for Green Acres assistance. The applicant must publish a notice of the public hearing in the official newspaper of the municipality in which the proposed project is located, and, if the local government unit is a county, also in a newspaper of general interest and circulation. The hearing must be advertised as a legal notice at least 30 days prior to the hearing, **and again** in the same newspapers as a paid advertisement (such as a display ad) at least 15 days before the hearing. The advertisements must specifically mention the proposed Green Acres application.

Grants and loans obtained through the Green Acres Program are not subject to local government CAP laws. Upon loan approval, the local unit will be required to pass a capital spending ordinance authorizing two, semi-annual repayments to the state. Interest on the loan is charged from the date of the first disbursement, with a twenty year (for development projects) or thirty year (for acquisition projects) maximum repayment period.

FUNDING LEVELS

The demand for local acquisition and development funding continues to greatly exceed Green Acres' available funding. Successful applications are normally approved subject to a cap., and often there is not sufficient funding to approve all eligible projects. For this reason, the Department of Environmental Protection has added a new funding scenario to help local governments meet their land preservation goals. Under this scenario, local governments whose land acquisition needs are not fully met by the Green Acres Program have the option of either self-financing the balance or obtaining loan funding from the New Jersey Environmental Infrastructure Financing Program (EIFP). The EIFP is a low-cost (currently one-quarter market rate) loan program that is available to provide financial assistance for projects that protect or improve water quality, including most land acquisition projects. In recent years, the EIFP has become an important resource for open space preservation in New Jersey.

There are separate EIFP application and implementation processes, administered by the Department's Division of Water Quality, Municipal Finance & Construction Element. If you are interested in obtaining loan funding from the Environmental Infrastructure Financing Program, please contact the Open Space Land Acquisition Section at (609) 292-8961 to arrange a preplanning meeting. To participate in the Financing Program, specific information must be received by the Department by October 1st of each year, so you should contact one of the open space land acquisition coordinators *as soon as possible* to discuss your project.

SITE ASSESSMENT

For acquisition *and* development projects, Green Acres requires careful review of all proposed project sites for evidence of past use as landfills; hazardous waste production, storage, or disposal sites; or for the adverse effects resulting from such sites in close proximity to proposed public land. This is intended to minimize public liability for site cleanup costs and allows the state and local unit to be reasonably assured that lands acquired with public funds can be used for recreation or conservation purposes without risk to public health.

Therefore, as part of an APPROVED Green Acres project, all applicants will be required to conduct a preliminary site assessment of the project site. Green Acres will provide guidance documents which require adherence to the minimum criteria established by the NJ DEP in the Technical Requirements for Site Remediation (N.J.A.C. 7:26E-3). Costs normally associated with this professional service are reimbursable as part of an approved and completed Green Acres project.

Green Acres encourages municipalities and counties to reclaim and restore former brownfields sites and transform them into public spaces, such as recreational and natural areas. In fact, the Department launched the "Brownfields to Greenfields" initiative and created the Office of Brownfields Reuse, where experienced NJDEP case managers can oversee remediation and revitalization efforts in your community. If you believe your project site qualifies as a brownfield, please discuss this with your Green Acres representative.

Local units proposing to acquire property for future development, as well as applicants seeking development funds, should carefully analyze site suitability early in the open space/recreation planning process and prior to submitting applications to Green Acres. Site attributes, such as wetlands, dunes, endangered species, mature forested areas, or other significant natural resources, may define, limit or, in some instances, preclude development. Applicants are urged to seek assistance from Green Acres or another source to ascertain whether special approvals and permits may be associated with sites proposed for recreational development. Early awareness of possible site development limitations is integral to sound planning practices and often minimizes subsequent construction delays and constraints. Permit identification is therefore required as part of all Green Acres development applications.

YOUR BASIC STEWARDSHIP RESPONSIBILITIES

Prospective applicants are urged to familiarize themselves with Green Acres Program rules (found at N.J.A.C. 7:36-1.1 et seq.) and procedures to assure mutual state/local objectives. Our policies are designed to advance Green Acres' goals of expanding New Jersey's open space resources and increasing public outdoor recreation opportunities, giving attention to natural resource preservation. Acceptance of Green Acres funds obligates the local unit to adhere to the program's requirements.

Answers to some commonly raised questions about Green Acres requirements follow:

1. Sites acquired or developed with assistance from (or through) Green Acres must be open to the public without discrimination or exclusion based on residency.
2. Scheduling the use of facilities at directly funded sites is allowable, provided that such programmed uses are not exclusive or discriminatory and that adequate provisions are made for daily or non-scheduled use.
3. Fees for use of directly funded sites are allowable. Differential fees for use by non-residents may also be charged but must be discussed with Green Acres to ensure equity for all New Jersey residents. All revenues derived from use or operation of directly funded sites must be employed for the operation, maintenance, or capital expenses of either that facility or the park and recreation system as a whole.

4. As part of the application for funding, the local unit is required to complete, and certify to, a Recreation and Open Space Inventory (ROSI), which is a listing of all parcels of land held by a local government unit for recreation and conservation purposes. This document will ultimately become part of a binding agreement by which the local unit agrees to permanently hold, for recreation and conservation purposes, all other lands so held at the time of receipt of a Green Acres loan or grant.

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
MISSION STATEMENT

Vision: The Department of Environmental Protection is committed to providing a high quality of life for the residents of New Jersey.

Mission: To assist the residents of New Jersey in preserving, sustaining, protecting and enhancing the environment to ensure the integration of high environmental quality, public health and economic vitality. We will accomplish our mission in partnership with the general public, business, environmental community and all levels of government by:

- * Developing and integrating an environmental master plan to assist the Department and our partners in decision-making through increased availability of resource data on the Geographic Information System.
- * Defining and publishing reasonable, clear and predictable scientifically-based standards.
- * Achieving the Department's goals in a manner that encourages compliance and innovation.
- * Employing a decision-making process that is open, comprehensive, timely, predictable and efficient.
- * Providing residents and visitors with affordable access to safe and clean open space, historic and natural resources.
- * Assuring that pollution is prevented in the most efficient and practical way possible.
- * Assuring that the best technology is planned and applied to achieve long-term goals.
- * Assuring that non-treatable wastes are isolated, managed and controlled.
- * Enhancing environmental awareness and stewardship through education and communication.
- * Fostering a work environment that attracts and retains dedicated and talented people.
- * Committing to an ongoing evaluation of the Department's progress toward achieving our mission.

LOCAL ASSISTANCE PROGRAM APPLICATION FORM

Complete and submit with **all required attachments** to:

NJDEP Green Acres Program
P.O. Box 412
Trenton, NJ 08625-0412
Contact: (609) 984-0500

For G.A. Use Only

Date Rec'd: _____

Application No. _____

Project Title: _____

County _____ **State Legislative District** _____
Congressional District _____

Applicant's federal identification number as assigned by IRS: _____

Project Sponsor:

Name of Local Unit _____

Address _____

City _____ **State** _____ **Zip** _____

Chief Executive Officer _____ **Telephone ()** _____

Type of Application :

Acquisition: Will land be acquired _____ *in fee simple* or _____ *easement*?

Development: Is land *owned* _____ or *leased** _____ to Local Unit

(*Copy of minimum 25-year lease must be provided)

Size of site to be acquired or developed: _____ acres

Location of Site:

Street _____

Block(s) and Lot(s) (Attach additional sheets if necessary) _____

Total Estimated Cost of Project:

Land Acquisition:

Land \$ _____

Survey \$ _____

Appraisal \$ _____

Prelim. site assess. \$ _____

Title \$ _____

Demolition* \$ _____

Total project cost \$ _____

Park Development:

Construction \$ _____

Professional services \$ _____

(13% of const.) \$ _____

Prelim. site assess. \$ _____

Total project cost \$ _____

Total request this round ** \$ _____ **Total request this round**** \$ _____

* Demolition costs may be limited to an established cap.

** Please indicate cost of project that can be accomplished within one year.

Have there been previous loans/grants related to this project?

_____ Yes _____ No

If yes, explain: _____

Current Community Profile:

Area _____ (square miles)

Population _____ Year _____ Population per square mile _____

Is the project site a current or former landfill site, known or suspected hazardous waste site, or adjacent to (or affected by) such sites?

_____ Yes _____ No. If yes, explain: _____

Does local unit have an ordinance(s) governing conduct in and maintenance of public parkland?

_____ Yes _____ No. (If no, please contact Green Acres for sample.)

Project description (Please describe, *in detail*, the scope of project, existing land use, physical characteristics, short and long term plans for site, etc. *This description is extremely important in that it will enable us to determine if your proposed project is eligible for funding.* Attach additional sheets, if necessary.)

Person having day to day responsibility for this application:

Name _____ Title _____

Address _____

Telephone (____) _____ extension _____ Fax Number (____) _____

E-mail address _____

I, _____ (name of authorized official), hereby certify that the information provided within this Green Acres Program Application Form is complete and true.

Date

Signature of official authorized to submit application
as per attached Governing Body Resolution

DEVELOPMENT APPLICATION ATTACHMENTS CHECK LIST

NOTE: This checklist should be returned with your completed application. If any items are not applicable, please indicate with 'N/A' next to that item.

1. _____ Application Form: Are all questions answered? Is form signed?
2. _____ Governing Body Resolution (the enclosed form must be used)
3. _____ Units and quantities cost estimate, prepared and signed by an authorized, licensed professional
4. _____ Conceptual Site Plan, including floor plans. Plans should be prepared by an authorized, licensed professional. Site plans should clearly identify all proposed facilities, any existing facilities and improvements, and any areas of proposed tree clearing.
5. _____ Recreation & Open Space Inventory (ROSI) submissions
 - _____ a. ROSI form (enclosed, with instructions) (2 copies)
 - _____ b. Official map of local unit, keyed to ROSI
 - _____ c. Current tax maps that show each parcel of parkland listed on local unit's ROSI. Each such parcel must be clearly outlined in distinctively colored ink. (**If these maps were previously submitted and remain unchanged, you should contact your Green Acres representative regarding a waiver.)
6. _____ Site specific mapping
 - _____ a. Site location on legible street map
 - _____ b. Tax map outlining boundaries of site to be developed
 - _____ c. Existing property survey (if available)
7. _____ Narrative description of proposal (must address, *in order*, each applicable factor contained in the enclosed Local Project Priority System.)
8. _____ Affidavit of Publication for both public hearing advertisements (Green Acres application must be mentioned in *both advertisements* of special hearing.)
9. _____ Transcript/ minutes from hearing
10. _____ Letters of support (see Priority System Factor #5)
_____ Letters from municipal **and** county planning boards describing how project is specifically consistent with the appropriate Master Plan (See Priority System #5).
11. _____ Digital images, photographic slides, and/or prints of the site.
12. _____ Permit inquiries - Applicants with projects requiring permits, grants, or other approvals must contact all applicable permitting agencies to secure permit information and application materials prior to the submission of a Green Acres application. Evidence of having met this requirement must be provided with the application submission. Technical assistance from Green Acres is available upon request.
13. _____ Environmental Assessment (instructions enclosed)
14. _____ Copy of 25 year irrevocable property lease (if applicable)
15. _____ Breakdown of annual operating expenses after development of site

ACQUISITION APPLICATION ATTACHMENTS CHECK LIST

NOTE: This checklist should be returned with your completed application. If any items are not applicable, please indicate with 'N/A' next to that item.

1. _____ Application Form: Are all questions answered? Is form signed?
2. _____ Governing Body Resolution (the enclosed form must be used)
3. _____ Recreation & Open Space Inventory (ROSI) submissions
 _____ a. ROSI form (enclosed, with instructions) (2 copies)
 _____ b. Official map of local unit, keyed to ROSI
 _____ c. Current tax maps that show each parcel of parkland listed on local
 unit's ROSI. Each such parcel must be clearly outlined in
 distinctively colored ink. (**If these maps were previously
 submitted and remain unchanged, you should contact your Green
 Acres representative regarding a waiver.)
4. _____ Site specific mapping
 _____ a. Project Reference Map (see instructions which follow)
 _____ b. Site location on legible street map
 _____ c. Tax map outlining boundaries of site to be acquired
 _____ d. Existing property survey (if applicable)
5. _____ Narrative description of proposal (must address, *in order*, each applicable factor
 contained in the enclosed Local Project Priority System)
6. _____ Affidavit of Publication for both public hearing advertisements (Green Acres
 application must be mentioned in both advertisements of special hearing.)
7. _____ Transcript/minutes from hearing
8. _____ Letters of support (see Priority System Factor #5)
 _____ Letters from municipal **and** county planning boards describing how project is
 specifically consistent with appropriate master plan (see Priority System #5).
9. _____ Digital images, photographic slides, and/or prints of site
10. _____ Narrative describing the site suitability and permits/approvals that may be necessary
 for future development. Must address regulatory and/or environmental factors that
 may influence future use of proposed acquisition sites.

PROJECT REFERENCE MAP COMPONENTS CHECKLIST

NOTE: This checklist should be returned with your completed application. If any items are not applicable, please indicate with "N/A" next to that item.

The "project reference map" is the basis for Green Acres ranking and evaluation and is used by the appraiser(s) in the determination of the parcel's market value. One copy of a project reference map is required for all acquisition proposals. The minimum size of this map should be 11" x 17" and include the information listed below. Clarity of presentation of data will dictate the actual paper size. (Please note that additional copies of this map will be required if the project is approved for funding.)

The project reference map can be generated mechanically using cartographic methods, or digitally using autocad or Geographic Information System (GIS) technology. Local units using GIS technology may acquire the georeference required by the Green Acres Program from the NJDEP's GIS.

It is recommended that you provide the map preparer with all available data and documents pertinent to the site (i.e., existing surveys, local unit master plan, etc.) in order to facilitate this mapping process.

The following are required elements of the project reference map:

- _____ (a) Project name and location
 - _____ (b) Block and lot numbers and municipality (ies) in which the acquisition is located
 - _____ (c) Current owner(s) of record (*also indicate adjacent lots under the same ownership*)
 - _____ (d) Area given in acreage or square feet
 - _____ (e) Dimensions of each lot marked on each perimeter boundary
 - _____ (f) Improvements shown in approximate location on parcel
 - _____ (g) Acquisition area - if only a portion of the parcel is proposed for acquisition, both the proposed portion and the remaining areas and sizes should be noted.
 - _____ (h) Scale of map. The map scale should be proportional to the size of the site to allow an appraiser to prepare an accurate appraisal
 - _____ (i) North arrow
 - _____ (j) Location and size (acreage) of existing easements, road rights-of-way, dune/beach areas. (Source of information must be identified on the map.)
 - _____ (k) Location and size (acreage) of C-1 Streams, riparian rights, floodplains, wetlands. Use of the following sources of information **is required**. Other available information specific to the site's wetlands boundaries, etc. should be submitted to supplement these required sources.
 - For Riparian Rights, use NJ Tidelands Claims Maps (also available in digital form), Conveyance Overlays and Atlas Sheets
 - For Coastal Wetlands, use NJ Coastal Wetlands Maps
 - For Freshwater Wetlands, use:
 - a. A wetland delineation verified by DEP-LURP, if one exists
 - b. NJ freshwater wetland maps (also available in digital form), if they exist.
- If neither of the above exists, use
- c. US Fish and Wildlife Service National Wetlands Inventory (NWI) maps in conjunction with County Soil Surveys.

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GREEN ACRES ENABLING RESOLUTION

WHEREAS, the New Jersey Department of Environmental Protection, Green Acres Program ("State"), provides loans and/or grants to municipal and county governments and grants to nonprofit organizations for assistance in the acquisition and development of lands for outdoor recreation and conservation purposes; and

WHEREAS, the _____ (*name of applicant*) desires to further the public interest by obtaining funding in the amount of \$ _____ from the State to fund the following project(s): (*describe the project* _____
_____ at a cost of _____ (*project cost*);

NOW, THEREFORE, the governing body/board resolves that _____ (*name of authorized official*) or the successor to the office of _____ (*title of authorized official*) is hereby authorized to:

- (a) make application for such a loan and/or such a grant,
- (b) provide additional application information and furnish such documents as may be required, and
- (c) act as the authorized correspondent of the above named applicant; and

WHEREAS, the State shall determine if the application is complete and in conformance with the scope and intent of the Green Acres Program, and notify the applicant of the amount of the funding award; and

WHEREAS, the applicant is willing to use the State's funds in accordance with such rules, regulations and applicable statutes, and is willing to enter into an agreement with the State for the above named project;

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE _____
(*name of legal body or board*)

1. That the _____ (*title of authorized official*) of the above named body or board is hereby authorized to execute an agreement and any amendment thereto with the State known as _____ (*project name*);
2. That the applicant has its matching share of the project, if a match is required, in the amount of \$ _____;
3. That, in the event the State's funds are less than the total project cost specified above, the applicant has the balance of funding necessary to complete the project;
4. That the applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and
5. That this resolution shall take effect immediately.

CERTIFICATION

I, _____ (*name and title of Secretary or equivalent*) do hereby certify that the foregoing is a true copy of a resolution adopted by _____ (*name of legal body or board*) at a meeting held on the _____ day of _____, _____.

IN WITNESS WHEREOF, I have hereunder set my hand and the official seal of this body this _____ day of _____, _____.

(*name and title of Secretary or equivalent*)

LOCAL GOVERNMENT PROJECT PRIORITY SYSTEM

ACQUISITION AND DEVELOPMENT PROJECTS

This priority system is used to evaluate the relative merits of proposed acquisition and development projects. The system is designed to reflect the degree to which proposed projects conform with findings, recommendations and priorities of the New Jersey Statewide Comprehensive Outdoor Recreation Plan, the New Jersey State Development and Redevelopment Plan, and with statewide goals that are consistent with the Garden State Preservation Trust Act. The system uses a set of factors to evaluate each project's conservation and recreation features.

NOTE: EACH APPLICABLE FACTOR SHOULD BE ADDRESSED, IN ORDER, IN NARRATIVE FORM.

FACTOR #1 OPEN SPACE NEEDS (ACQUISITION ONLY)

This factor evaluates the extent to which a proposed acquisition project will satisfy local open space deficits.

- (see table 1)
- a) **Balanced Land Use Deficit.** Up to 5 pts.
This factor takes into consideration the amount of additional open space needed in each county in order to satisfy the open space goals derived through the balanced land use method.
 - b) **Service Area Needs.** Up to 25 pts.
Because countywide figures do not necessarily represent the needs of a particular community or neighborhood, this factor considers the needs of the population to be served. The service area for each project will be defined based on population density and the type and size of the project.

FACTOR #2 FACILITY NEEDS (Development only)

This factor evaluates the extent to which a proposed development project will satisfy local recreation facility deficits.

- a) **State Plan Endorsement** Up to 8 pts.
This factor awards points to projects that occur in municipalities that have received endorsed Plan approval by the State Planning Commission.

Urban Center	8 pts.
Regional Center	6 pts.
Town	4 pts.
- b) **Service Area Needs.** Up to 20 pts.
This factor considers the needs of the population to be served. The service area for the project will be defined on the basis of population density, scope and type of project, and consideration of the project's relation to an existing redevelopment plan. Facility needs will be based on a comparison of recreational demand and a site specific inventory of recreation facilities for the municipality(ies) in which the project is located (submitted by applicant).

FACTOR #3 ENVIRONMENTAL PROTECTION

(Acquisition only)

Up to 3 pts. each

This factor is used to determine to what extent a proposed acquisition meets key conservation and environmental protection goals.

- a) Lands that are of sufficient size and located so as to:
 - 1. Protect critical wildlife habitat
 - 2. Preserve State Plan Critical Environmental Sites, unique natural areas or land types (steep slopes, dunes, scenic overlooks, wetlands, forest lands)
 - 3. Provide additions to or linkages between existing public recreation/open space areas
 - 4. Support regional open space/conservation initiatives such as landscape ecology, biodiversity, wildlife corridors or watershed protection
 - 5. Protect documented endangered and/or threatened species habitat
- b) **Greenways and water resource projects** including forests, stream corridors and trails that are of sufficient size and located so as to:
 - 1. Represent an integral link in an existing or planned county, regional or statewide greenway or designated or potential Wild and Scenic River
 - 2. Assist water resource protection efforts
 - 3. Provide significant natural flood protection
 - 4. Act as a physical or visual buffer between a sensitive area and development or provide visual or physical access to the water
 - 5. Protect a significant portion of a stream's or river's headwaters, tributaries or corridor

FACTOR #4 HISTORIC RESOURCE PRESERVATION

(Acquisition only)

Up to 3 pts. each

This factor is used to determine to what extent a proposed acquisition meets key historic resource preservation goals.

- a) The level of historic significance, as evidenced by the site being included on or being eligible for inclusion on the New Jersey and/or National Registers of Historic Places or the site being designated a State Plan Critical Historic Site.
- b) Extent to which the site provides extensions to or linkages between public recreation/open space areas.
- c) Extent to which the site represents a component of a designated historic district.
- d) Extent to which the site is part of an ongoing historic preservation/restoration project or historic study or investigation.
- e) Level of integrity demonstrated by the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period.

FACTOR #5 PUBLIC PARTICIPATION/SUPPORT/PLANNING

(Acquisition and Development)

This factor evaluates public involvement and support in the planning process beyond the minimum requirement of a public hearing.

- a) **Support** Up to 5 pts.
Public support for a project is encouraged and should be demonstrated through letters from the municipal and county planning boards, park agencies, recreation departments, environmental commissions, user groups and the general public.
- b) **Planning** Up to 10 pts.
Applicants should demonstrate consistency with the New Jersey State Development and Redevelopment Plan and the New Jersey Statewide Comprehensive Outdoor Recreation Plan, as well as with local planning documents, especially open space/recreation elements by providing excerpts from, or providing specific references from their State Plan Endorsement documents, master plans, open space plans, etc.

FACTOR #6 PROJECT QUALITY (Acquisition and Development)

This factor evaluates project elements and features.

- a) **Accessibility** (Acquisition and Development) 1 pt. each
The site location:
1. Is close to population centers
 2. Is accessible by public transportation
 3. Is accessible by walking and bicycling
 4. Creates public access where none exists or where existing access is undeveloped or restricted
- b) **Recreation Potential** (Acquisition only) Up to 2 pts. each
The site:
1. Is suitable for significant recreation facility development
 2. Is suitable for water-dependent use and development
 3. Represents part of a waterfront development or redevelopment plan
 4. Provides environmental and/or historic interpretive opportunities
 5. Improves management or expansion of recreation facilities
- c) **Public Access to Water** (see table 2) Up to 6 pts.
(Acquisition and Development)
This subfactor evaluates the extent to which a project improves needed visual and/or physical public access to water.
- d) **Design Quality** (Development only) Up to 2 pts. each
The design:
1. Includes multiple recreation and conservation purposes
 2. Uses effective landscaping
 3. Provides opportunities for a variety of user groups and multiple active and passive recreation activities
 4. Includes significant shade tree plantings

- e) **Cost Effectiveness** Point range: +2, -2
 (Acquisition and Development)
 This subfactor evaluates the quality of conservation or recreation opportunities provided by a project in comparison to the anticipated cost. Considerations include:
1. Cost of alternative locations and facilities
 2. Bargain sale, donation, easement or development rights purchase, or partnerships
 3. Cost of future operation and maintenance
 4. Project site has local planning board approvals (acquisition only)

FACTOR #7 PROJECT PRIORITIES (Acquisition and Development)

1 pt. each

The following acquisition and development project elements are encouraged:

- a) Private investment and/or ecotourism potential, public/private sector venture, supports municipal and county (urban complex) Strategic Revitalization Plans consistent with the State Plan or the Pinelands Plan
- b) Waterfront development/redevelopment
- c) Trails/bike paths/greenways
- d) Historic/archeological resource enhancement/preservation
- e) Wildlife habitat protection
- f) Water resource protection
- g) Multiple use projects
- h) Addition to or the development of a prior Green Acres funded project
- i) Donation of land, land value, volunteers, etc.
- j) Likelihood/threat of private development (acquisition only)
- k) Designed and constructed to utilize clean energy and maximize energy efficiency (development only)
- l) Supports Abbott district school construction project
- m) Brownfield reclamation project.

FACTOR #8 FIRST TIME APPLICANT
 (Acquisition and Development)

5 pts.

Applies to a project sponsored by counties or municipalities that previously have **not** received Green Acres funding.

FACTOR #9 DONATIONS (Acquisition only)

Up to 5 pts.

Applies to projects involving donations that exceed 25% of the value of the project. One point will be awarded for every additional 5% of the value of the donation.

FACTOR #10 FACILITY DESIGN SENSITIVITY AND SITE SUITABILITY
 (Development only)

Point range: +2, -2

The environmental features of the site will be used to determine the design sensitivity of the project. Projects that will have a significant negative impact on the site's natural resources will not be considered. Project design should minimize:

- a) Clearing by siting facilities in cleared areas

- b) Grading, excavation and drainage by choosing sites with suitable topography and soil conditions for proposed facilities
- c) Adverse impacts on environmentally sensitive areas by retaining, establishing or enhancing vegetative buffers, or incorporating other techniques compatible with surrounding land uses.

TABLE 1
BALANCED LAND USE

<u>County</u>	<u>Municipal Pts</u>	<u>County Pts</u>
Atlantic	1	3
Bergen	1	1
Burlington	4	5
Camden	2	2
Cape May	1	2
Cumberland	5	5
Essex	2	1
Gloucester	4	4
Hudson	2	1
Hunterdon	5	5
Mercer	2	2
Middlesex	3	3
Monmouth	2	3
Morris	1	2
Ocean	3	4
Passaic	1	1
Salem	5	5
Somerset	4	3
Sussex	4	4
Union	3	1
Warren	5	3

TABLE 2
PUBLIC ACCESS TO WATER
Need for Access

<u>Water Body Type</u>	<u>HIGH</u>	<u>MEDIUM</u>	<u>LOW</u>
Ocean	6	5	4
Bay			
River			
Large Lake	5	4	3
Stream			
Lake	4	3	2
Small Stream			
Pond	3	2	1

NJDEP GREEN ACRES LOCAL ASSISTANCE PROGRAM PARK DEVELOPMENT APPLICATIONS

ENVIRONMENTAL ASSESSMENT INSTRUCTIONS

As part of the Green Acres funding proposal, each applicant must collect, evaluate and present pertinent environmental information necessary to ascertain the suitability of the site for the activities proposed.

OUTLINE

1. DESCRIPTION OF THE PROPOSED ACTION

- a. Briefly describe the total development project
- b. State objectives of the project
- c. Fully describe multi-phase projects

2. DESCRIPTION OF THE ENVIRONMENT

Describe existing environmental features:

- vegetation
- wildlife
- geology, topography and soils
- water resources/hydrology
- historic/archeological resources
- transportation/access to site
- adjacent land uses/description of the surrounding neighborhood

3. ENVIRONMENTAL IMPACT ANALYSIS OF PROPOSED ACTION

Impacts are defined as direct or indirect changes in the existing environment, whether beneficial or adverse, that are anticipated as a result of the proposed action or related future actions and uses. Any off-site impacts, such as increased traffic on neighborhood roads or increased noise levels in surrounding areas, should be described. Whenever possible, environmental impacts should be quantified (i.e., number of trees to be removed, cubic yards of cut/fill, etc.).

- a. Discuss all affected resources and the significance of each impact
- b. Discuss short term and long term project impacts
- c. Discuss anticipated increase in recreation and overall use of site over time
- d. Identify adjacent environmental features that may be affected by the proposal
- e. List any permits required for project and brief status (i.e., waterfront development)

4. ALTERNATIVES TO THE PROPOSED ACTION

- a. Identify alternate sites
- b. Discuss alternate levels and types of development
- c. Compare environmental impacts of each alternative

5. MITIGATING MEASURES

- a. Describe the measures that will be undertaken to mitigate adverse impacts

**Urban Aid (UA) and Densely or Highly Populated Municipalities
Densely and Highly Populated Counties**

Atlantic

Atlantic City
Margate City
Pleasantville City (UA)
Ventnor City

Bergen

Bergenfield Boro
Bogota Boro
Cliffside Park Boro
Dumont Boro
Edgewater Boro
Elmwood Park Boro
Englewood City
Fair Lawn Boro
Fairview Boro
Fort Lee Boro
Garfield City (UA)
Hackensack City (UA)
Hasbrouck Heights Boro
Leonia Boro
Little Ferry Boro
Lodi Boro (UA)
Maywood Boro
New Milford Boro
North Arlington Boro
Palisades Park Boro
Ridgefield Park Village
River Edge Boro
Rochelle Park Twp
Rutherford Boro
Teaneck Twp
Wallington Boro
Wood-Ridge Boro

Burlington

Evesham Twp
Mount Holly Twp (UA)
Mount Laurel Twp
Pemberton Twp (UA)
Riverside Twp
Willingboro Twp (UA)

Camden

Audubon Boro
Audubon Park Boro

Camden City (UA)
Cherry Hill Twp
Collingswood Boro
Gloucester City (UA)
Gloucester Twp (UA)
Haddon Twp
Lindenwold Boro (UA)
Merchantville Boro
Mount Ephraim Boro
Oaklyn Boro
Pennsauken Twp (UA)
Winslow Twp (UA)
Woodlynne Boro

Cumberland

Bridgeton City (UA)
Millville City (UA)
Vineland City (UA)

Essex

Belleville Twp (UA)
Bloomfield Twp (UA)
Caldwell Boro
East Orange City (UA)
Glen Ridge Boro
Irvington Twp (UA)
Maplewood Twp
Montclair Twp (UA)
Newark City (UA)
Nutley Twp
Orange City Twp (UA)
South Orange Village Twp
West Orange Twp

Gloucester

Glassboro Boro (UA)
Monroe Twp (UA)
Washington Twp
Woodbury City (UA)

Hudson

Bayonne City (UA)
East Newark Boro
Guttenburg Town
Harrison Town
Hoboken City (UA)
Jersey City (UA)
Kearny Town (UA)

North Bergen Twp (UA)
Union City (UA)
Weehawken Twp (UA)
West New York (UA)

Mercer

Ewing Twp
Hamilton Twp
Princeton Boro
Trenton City (UA)

Middlesex

Carteret Boro (UA)
Dunellen Boro
East Brunswick Twp
Edison Twp
Highland Park Boro
Jamesburg Boro
New Brunswick City (UA)
North Brunswick
Old Bridge Twp (UA)
Perth Amboy City (UA)
Piscataway Twp
Sayreville Boro
South Amboy City
South Brunswick Twp
South River Boro
Woodbridge Twp (UA)

Monmouth

Asbury Park City (UA)
Avon By The Sea Boro
Belmar Boro
Bradley Beach Boro
Freehold Boro
Highlands Boro
Howell Twp
Keansburg Boro
Keyport Boro
Long Branch City
Marlboro Twp
Middletown Twp
Neptune City Boro (UA)
Neptune Twp (UA)
Red Bank Boro
Shrewsbury Twp
South Belmar Boro

Morris

Dover Town
Morristown Town
Parsippany Troy
Victory Gardens Boro

Ocean

Berkeley Twp
Brick Twp (UA)
Dover Twp
Jackson Twp
Lakewood Twp (UA)
Manchester Twp
Point Pleasant Boro
Seaside Heights Boro

Passaic

Clifton City
Haledon Boro
Hawthorne Boro
Passaic City (UA)
Paterson City (UA)
Prospect Park Boro
Wayne Twp

Salem

Penns Grove Boro (UA)
Salem City (UA)

Somerset

Bound Brook Boro
Bridgewater Twp
Franklin Twp
Hillsborough Twp
North Plainfield
Somerville Boro
South Bound Brook Boro

Union

Elizabeth City (UA)
Fanwood Boro
Garwood Boro
Hillside Twp (UA)
Linden City
Plainfield City (UA)
Rahway City (UA)
Roselle Boro (UA)
Roselle Park Boro
Union Twp
Winfield Twp

Warren

Phillipsburg Town (UA)

**Densely Populated
Counties**

(more than 1,000 people per sq. mile)

Bergen
Camden
Mercer
Middlesex
Monmouth
Morris
Passaic

**Highly Populated
Counties**

(more than 5,000 people per sq. mile)

Essex
Hudson
Union

GREEN ACRES STAFF CONTACTS BY TEAM/REGION

(609) 984-0500

For Acquisition Projects Only:

Richard Osborn
Lisa Stern
Martha S. Sapp

Northwest Team: Warren and Sussex
Northeast Team: Bergen, Morris, Passaic, and Somerset
Urban Acquisition Team: Essex, Hudson, and Union counties, and
Asbury Park, Atlantic City, Camden, Clifton, Long Branch,
New Brunswick, Passaic, Paterson, Perth Amboy and
Trenton cities
Central Team: Hunterdon, Mercer, Middlesex, and Monmouth
South Central Team: Atlantic, Burlington, Camden, Gloucester, and Ocean
Southern Team: Cape May, Cumberland, and Salem

For ALL Park Development Projects:

Martha S. Sapp **Statewide Park Development Team**

**EXHIBIT 1 TO DECLARATION
RECREATION AND OPEN SPACE INVENTORY**

A Local Unit that receives a loan or grant from the State of New Jersey, Office of Green Acres shall not dispose of, or divert to a use for other than recreation and conservation purposes, any lands (1) acquired or developed with Green Acres or Federal Land and Water Conservation Fund assistance or (2) held by the Local Unit for recreation and conservation purposes at the “time of receipt of Green Acres funds” (the restricted lands) N.J.S.A. 13:8A-47. The primary purposes of this recreation and open space inventory (ROSI) are to document all restricted lands and to provide notice of the restrictions to title searchers.

Instructions

All restricted lands must be described on the completed ROSI by their block and lot identification numbers as shown on the current, official tax map and specify whether or not each parcel is funded or unfunded parkland. The Local Unit shall submit a tax map current as of the date of Green Acres application showing each parcel of parkland listed on the ROSI, with the approximate boundaries of each such parcel clearly marked in colored ink. Staff knowledgeable of the Local Unit’s land use regulations and the uses of its land holdings must complete this ROSI. If only a portion of a current tax lot is to be restricted, the phrase *part of* or *portion of* shall be used on the ROSI. Deletion or omission of lands listed on previously submitted ROSI’s is prohibited without prior written approval of the Office of Green Acres (See N.J.A.C. 7:36-20.3).

The completed ROSI must be duly executed and certified by the Local Unit’s Chief Executive Officer and planning board chairperson (or equivalent). The page number and the total number of pages in the completed ROSI must be entered at the top right corner of each page.

All pages, including this Page 1 and the following Page 2, of the ROSI must be submitted.

Special Notes

Lands held by school boards, parking authorities, housing authorities, and similar public agencies without primary recreation or conservation responsibilities should not be inventoried unless they are also held for recreation and conservation purposes by the Local Unit.

If lands held by the Local Unit for recreation and conservation purposes are omitted from this ROSI by mistake, inadvertence, or otherwise, such lands shall be subject to the same terms and conditions, covenants, and restrictions as they would be if they were included. This ROSI, as completed and duly executed, shall be incorporated into, and be a part of, both (1) the Green Acres Project Agreement and (2) the Declaration of Encumbrance.

Recommendations

The Local Unit’s planning board, and other boards or commissions, are encouraged to participate in the preparation and review of this ROSI. When preparing the ROSI, the listed parcels of parkland should be confirmed by reference to the tax maps that are required to be submitted as part of the Green Acres application (See N.J.A.C. 7:36-6.4(a)3ii or 12.4(a)4ii).

The Local Unit’s governing body and planning board should designate, with appropriate descriptive labels, all lands listed on this ROSI in any revision or update of the following master plan elements: recreation plan, conservation plan, and land use plan.

The Local Unit’s governing body should officially and permanently dedicate all lands held for recreation and conservation purposes. Failure to do so, however, shall have no effect on the validity of the Declaration.

Rev. 1/29/99

**EXHIBIT 1 TO DECLARATION
RECREATION AND OPEN SPACE INVENTORY**

Definitions

For the purposes of this ROSI, the following definitions shall apply whenever the quoted words, or a form of the word are used:

“Declaration” means the recordable, written instrument executed by the Local Unit, which declares that all of the Local Unit’s funded and unfunded parklands are subject to Green Acres restrictions.

“Development” means any improvement or physical alteration designed to expand or enhance the use of parkland for recreation and conservation purposes.

“Funded parkland” means parkland that a Local Unit has acquired or that a Local Unit has developed with Green Acres funding.

“Held” means owned, leased, or otherwise controlled by the Local Unit for recreation and conservation purposes.

“Lands” means real property, including improvements, rights-of-way, riparian and other rights, easements, privileges, and any other rights or interests in, relating to, or connected with real property.

“Local Unit” means a municipality or county, or other local political subdivision of this State, or any agency thereof whose primary purpose is to acquire, administer, protect, develop, and maintain lands for recreation and conservation purposes.

“Parkland” means land acquired, developed, and/or used for recreation and conservation purposes.

“Recreation and conservation purposes” means the use of lands for parks, natural areas, forests, camping, fishing, reservoirs, water reserves, wildlife preserves, hunting, boating, winter sports and similar uses for either public outdoor recreation or conservation of natural resources, or both, pursuant to the Green Acres Bond Acts. This term also includes the use of historic areas pursuant to P.L. 1974, c.102; P.L. 1978, c.118; P.L. 1983, c.354; P.L. 1987, c.265; P.L. 1989, c.183; P.L. 1992, c.88; and P.L. 1995, c.204; and the use of historic buildings and structures pursuant to P.L. 1992, c.88 and P.L. 1995, c.204; and the use of ecological and biological study areas pursuant to P.L. 1989, c.183; P.L. 1992, c.88; and P.L. 1995, c.204.

“ROSI” means the listing of all parcels of land held by a Local Unit for recreation and conservation purposes at the time of receipt of Green Acres funds, including a description sufficient to identify each such parcel.

“Time of receipt of Green Acres funds” means at all times beginning on the date of the letter from the Department under N.J.A.C. 7:36-6.7 or 12.5 notifying the Local Unit of the amount of the Green Acres funding award and ending on the date of receipt of the first transmittal of Green Acres funds.

“Unfunded parkland” means parkland, other than funded parkland, that is held by the Local Unit for recreation and conservation purposes at the time of receipt of Green Acres funds.

Legislative References

N.J.S.A. 13:8A-1 et seq.; N.J.S.A. 13:8A-19 et seq.; N.J.S.A. 8:A-35 et seq. (as amended and supplemented); N.J.A.C. 7:36-1et seq.; 16 U.S.C. 460 s.1 et seq.

**EXHIBIT 1 TO DECLARATION
RECREATION AND OPEN SPACE INVENTORY**

Local Unit: _____ County: _____

NOTE: All lands held for recreation and conservation purposes (1) must be described by their block and lot identification numbers as shown on the current, official tax map and (2) keyed to a current, legible, official map of the Local Unit and current tax map of Local Unit. The official map used for this ROSI is named _____ and is dated _____, _____.

Developed and Partially Developed Lands Held for Recreation and Conservation Purposes

(*If necessary, use the first page following & after Page 4 for additional developed and partially developed lands)

<u>Key</u>	<u>Municipal Location</u>	<u>Name</u>	<u>Block</u>	<u>Lot</u>	<u>Acres</u>	<u>Funded/Unfunded</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						

Subtotal of Acres on this page _____

Total Acres of developed and partially developed lands from all pages of this ROSI... _____

**EXHIBIT 1 TO DECLARATION
RECREATION AND OPEN SPACE INVENTORY**

Local Unit: _____ County: _____

NOTE: All lands held for recreation and conservation purposes (1) must be described by their block and lot identification numbers as shown on the current, official tax map and (2) keyed to a current, legible, official map of the Local Unit and current tax map of Local Unit. The official map used for this ROSI is named _____ and is dated _____, 19 ____.

Wholly Undeveloped Lands Held for Recreation and Conservation Purposes

(*If necessary, use the second page following & after Page 4 for additional wholly undeveloped lands)

<u>Key</u>	<u>Municipal Location</u>	<u>Name</u>	<u>Block</u>	<u>Lot</u>	<u>Acres</u>	<u>Funded/Unfunded</u>
A.						
B.						
C.						
D.						
E.						
F.						
G.						
H.						
I.						
J.						
K.						

Subtotal of Acres on this page _____

Total Acres of wholly undeveloped lands from all pages of this ROSI..... _____

CERTIFICATION: I HEREBY CERTIFY that this Exhibit 1 to Declaration, comprising ____ total pages, is a complete and accurate listing of all lands held by the Local Unit, as of this ____ day of _____, 19 ____, for recreation and conservation purposes during the time of receipt of Green Acres funding. This ROSI is being submitted to Green Acres as part of the project entitled _____.

Chief Executive Officer of Local Unit
Date: _____

Planning Board Chairperson (or equivalent)
Date: _____

This Certification is to be signed only on this page, Page 4, of EXHIBIT 1 to DECLARATION.

Page ____ of ____

Developed and Partially Developed Lands Held for Recreation and Conservation Purposes
(* Numerical Key)

Subtotal of Acres on this page
Page **of**

**EXHIBIT 1 TO DECLARATION
RECREATION AND OPEN SPACE INVENTORY
(Continued)**

**Wholly Undeveloped Lands Held for Recreation and Conservation
Purposes**

(* Alphabetical Key)

<u>*Key</u>	<u>Municipal Location</u>	<u>Name</u>	<u>Block</u>	<u>Lot</u>	<u>Acres</u>	<u>Funded/Unfunded</u>
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Subtotal of Acres on this page..... _____